

Purpose

This policy has been established to ensure compliance to Utah Code 9-7-207(1)(a) & (3) which requires all state agencies and state supported colleges and universities to provide copies of publications to the Utah State Library Division for use in establishing and maintaining depository libraries.

In addition, the purpose of this policy is to maintain consistent deposits of UDOT publications into the Department of Transportation Lester F. Wire Memorial Library (UDOT Library).

Policy

In compliance with the Utah State Library Division request and our UDOT Library needs, 22 copies of future UDOT publications shall be forwarded to the UDOT Librarian. From these copies the UDOT Librarian shall forward 21 copies along with an "Agency Publications List" to the Utah State Library Division and keep one for the Department of Transportation Lester F. Wire Memorial Library.

Required publications include books; annual and biennial reports; budgets, published proceedings of conferences, workshops and seminars; directories and rosters of facilities, services and personnel; annual financial reports, general informational publications and research reports, including directories, guides, manuals, handbooks, pamphlets, brochures and statistical compilations; laws, rules and regulations and licensing standards; lists of agency-related publications, and periodicals, including newsletters.

From these publication deposits the UDOT Librarian shall also include them in the quarterly listing of the "UDOT Documents Location Guide" along with the cost, contact person (from whom copies may be obtained), phone number and the date published.

Background

The Utah State Library Division has been empowered by the Utah Code Title 9, Chapter 7 to establish a depository library system. The Utah State Publications Depository Program is designed to systematically collect and make Utah state governmental publications available through libraries, and to promote their information published by their state's government at a minimum cost and effort, and to assist state agencies by maintaining and indexing a collection of state publications. Sixteen libraries, located in various areas, now have the copies of a publication from an agency, each depository library receives a copy. These publications are then available to walk in patrons and to loan upon request.

The depository system assists state agencies in two major areas: cost savings (reduced printing and mailing costs) and time (preparing mailing lists, labels etc.)

Procedures

**Distributing UDOT Publications to the State Library Division and the
Transportation Library****UDOT 05B-1.1**

Responsibility: Region/District, Division/Section originating a Publication or any written format listed in the “Guidelines for the Deposit of Publications to the Utah State Library Division”.

Actions

1. Sends 22 copies of the Publication to the UDOT Librarian.

Responsibility: UDOT Librarian

2. Sends 21 copies to the Utah State Library Division.
3. Completes and sends to the Utah State Library Division , “Monthly Publications List”, which identifies agency publications received for deposit each month and from this compiles a total list of all publications deposited during the fiscal year and forward.
4. Include all publications received for deposit in the quarterly listing of the “UDOT Documents Location Guide” along with the cost, contact person (from whom copies may be obtained), phone number and the date published.

Responsibility: Utah State Publications Depository Librarian

NOTE: The Utah State Library Division requests that each agency designate a publications contact person(s) to serve as liaison(s) with the Utah State Library Division concerning deposits of publications. Selection of the contact person(s) is generally made by the primary contact person who should be someone in the agency with knowledge of the publishing procedures and the kinds of publications produced.

5. Screens all publications received.
6. Advises the UDOT Librarian if additional publication copies are required
7. Distributes publications to the 21 designated libraries around the state for use by patrons.

Responsibility: UDOT Librarian

8. Selects agency publication contacts person(s)

Responsibility: Agency Contact Person(s)

9. Ensures the UDOT Librarian receives 22 copies of the publications their division produces and/or at least two copies of materials that are produced in other formats such as audio-visual, microform or machine readable published works.